Gordon's School

Graduate Pastoral Tutor - Job Description

THE ROLE

The Graduate Pastoral Tutor (GPT) lives and works in a residential boarding House, as part of the pastoral team. They are expected to play a full part in the life of the House supervising students, carrying out administrative tasks and leading trips and activities and attending parades. They will also be attached to a curriculum area and will contribute to the work of that department.

HOURS

30 hours of directed time in the Boarding House, including 8 hours on either Saturday or Sunday, and prep supervision as required.

10 hours of directed time in the curriculum Periods 1-6.
4 hours of Period 7 activities per week.

Saturday morning activities until 12.00pm.

A requirement to sleep overnight in the allocated House 6 days a week during term time (allowing for a 24 hour period off during the week).

Up to 10 days additional boarding duties per year outside of term time to facilitate student activities.

RESPONSIBLE TO

The GPT is responsible to the Deputy Head (Pastoral). The GPT is line-managed by the Assistant Head (Director of Co-curricular).

RESPONSIBILITIES

In House:

- To assist with boarding duties on a directed-time rota.
- To reside overnight in the Boarding House from 11.00pm during term time on required nights unless a separate arrangement has been made with the Houseparents.
- To cover the Boarding House as required on Saturday mornings.
- To assist in all ceremonial aspects of the school. (eg. assist with Parade Sundays.)
- To inform staff about any relevant or confidential student issues.
- To accompany a student to a medical appointment as may be required.
- To contribute to the domestic operation of the House.
- To use the House Diary in accordance with House procedure.
- To assist in the organisation and preparation of House teams for Inter House competitions.
- To supervise prep as required.

In School:

- To be a Form Tutor.
- To assist in the organisation and running of a department, and be available to accompany school trips.
- Provide teaching and learning support in lessons.
- Provide administrative support in the preparation and delivery of lessons.
- Plan and deliver activities which support learning in lessons.
- Work with small groups/individuals within lessons.
- Support with co-curricular activity.
- Support with practical examinations.
- Support with administrative tasks to support co-curricular activity.

Time Off:

- One whole day off (24 hours) per week agreed with Houseparents (Monday through to Friday).
- School holidays and exeats, minus 10 days agreed a term in advance (see above).

Benefits:

- Single accommodation on site available throughout the year, including holidays.
- Meals during term time, and during the 10 additional days outside of term time.
- Council Tax, electricity and water all paid.
- Use of internet throughout the year.
- Use of facilities throughout the year when available (e.g. Fitness Suite, swimming pool etc)

Person Specification Skills:

- Enthusiastic, friendly, and committed to the personal, social and academic development of young people.
- Able to work well as part of a team, with good communication and interpersonal skills.
- A high level of organisational skills and ability to work to deadlines.
- A pro-active person who anticipates and initiates.

Qualifications and Experience

- University graduate
- Holder of a full current driving licence preferred

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.

A Moss (Head Teacher)